

Application for Community Center

Idaho Community Development Block Grant

By

City of Cottonwood
for
Community Hall Renovation



March 6, 2009

Denis Duman, Mayor

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IV – ICDBG Application Information Form

Applicant City: City of Cottonwood Chief Elected Official: Denis Duman
 Address: 506 King Street, Cottonwood, ID 83522 Phone: 208-962-3231

Application Prepared by: Rachel R. Stocking Phone: 208.746.0015
 Address: Clearwater Economic Development Association, 1626 6th Ave N, Lewiston, ID 83501

Architect: USKH, Greg McCracken Phone: 208-746-2661
 Address: 313 D Street, Suite 200, Lewiston, ID 83501

NATIONAL OBJECTIVE

☒ LMI area ☐ LMI Clientele ☐ Imminent Threat
☐ LMI Jobs ☐ Slum & Blight

PROJECT TYPE

☐ Public Facility/Housing ☒ Community Center
☐ Economic Development ☐ Senior Center
☐ Imminent Threat ☐ Other

PROJECT POPULATION TO BENEFIT (PERSONS): (Census/Survey/Clients/Jobs)

TOTAL # TO Benefit 1023

TOTAL # LMI TO BENEFIT 593

% LMI TO BENEFIT 58%

% MINORITY POPULATION 2.3%

PROJECT DESCRIPTION: Project includes: Remodel exterior basement entrance and add an awning; install mechanical lift to provide ADA access to basement; remodel main floor restrooms to bring them to ADA standards; uncover and replace 9 single-paned windows with new vinyl windows; upgrade kitchen facilities with new cabinets, working appliances, remove wood panels to open up windows to increase natural light and improve ventilation, upgrade electrical system to accommodate large scale usage.

SOURCE	AMOUNT	DATE APPLICATION SUBMITTED	RESERVED/ CONDITIONAL AWARD	FUNDS COMMITTED/ CONTRACT AWARD DATE	DOCUMENTATION IN APPENDIX***
ICDBG	\$150,000				
Local Cash	\$177,329			YES	F
Local Loan					NA
Local In-Kind*	\$54,286			YES	F
USDA-RD Grant	--				NA
EDA Grant	--				NA
State Grant	--				NA
Foundation Grant**	--	pending			NA
Private Investment	--				NA
Other					NA
TOTAL PROJECT FINANCING	\$381,615				

*In-kind includes: labor, materials, waived fees, force account

**Pending (\$1000 application for Community Appreciation Grant, will hear end of March 2009)

V –To the Economic Advisory Council

Cottonwood is located on what is referred to as the Camas Prairie just off Highway 95, 58-miles south of Lewiston and only 30 miles north of Grangeville; if one continues south on Highway 95 for 200 miles, one would arrive in Boise. Camas Prairie is picturesque in its rolling farmland and backdrop of the Seven Devils Mountain Range.

The City of Cottonwood Community Hall is in need of upgrades and renovations. Although structurally sound, the 56-year-old, 9960 square foot building has three restrooms, one men's, one women's and only one ADA accessible, unisex restroom; a kitchen with an unreliable stove/oven that does not heat according to the indicators on knobs; outdated appliances that lack energy efficiency; an electrical system that allows only one electrical outlet to be used at a time in the community hall; plywood-covered windows that do not allow sunlight into the community hall; and is universally accessible only on the main floor of the structure. While there is an ADA accessible exterior entrance into the community hall, located on the main floor (occupancy 350), the facility has only one ADA accessible unisex restroom on the main floor. There is no ADA access to the lower floor from either inside or outside the building. Because of these facility inadequacies, and as the building is the only community gathering place in the city, the City of Cottonwood seeks \$150,000 from the Idaho Department of Commerce Block Grant program to assist the City in renovations and upgrades to the Community Center.

The proposed project encompasses: Replacement of the exterior, lower floor entrance with a covered stairwell; renovation of the existing, main floor men's and women's restrooms to meet ADA standards; uncovering boarded windows on the main floor and replacing them with energy efficient windows; upgrades to the main floor electrical system including replacement of fixtures; renovation of the kitchen to increase food preparation work space, update kitchen appliances, replace the low kitchen cabinets, and widen the kitchen entrance leading to the hall; improving access by installing a mechanical lift on the main floor to provide access to the lower floor meeting room and library. Total project cost is \$381,615. Match contributions of \$177,329 cash, \$1,000 Community Appreciation Grant—pending review, and \$54,286 in local in-kind contributions have been secured. As of the March 3, 2009 Public Hearing, commitments for cash donations were still coming in!

This project will increase building accessibility, energy efficiency, and usage, while ensuring safety and access standards. All residents will have access to the main and lower floors of the Community Hall and access to restrooms. The replaced windows will improve heating efficiency by reducing energy consumption, as will improvements to the kitchen. The proposed improvements will also result in increased usage of the community center by access-challenged individuals who will participate in more community activities. This project will directly benefit the 1023 Cottonwood residents through a multitude of activities held at the renovated community hall—social, volunteer, business, charitable. Of the 1023 Cottonwood residents, 58%, or 593, are low-to-moderate income.

The Community Center is used for functions that attract both small and large groups. Over the last three years, there have been 142 events in the Cottonwood Community Hall. These activities include: Blood drives, wedding celebrations, funerals, agency meetings, public meetings, and private group meetings. The community looks forward to increased usage after the renovation and upgrade project is complete. While the community has raised over \$177,000 in cash to put toward the project, they cannot do it alone—please support this much needed community center project.

VI – Threshold Criteria

A. ELIGIBLE APPLICANT:

The applicant is a City

☒

B. ELIGIBLE ACTIVITIES

- Public Facilities and Improvements
- Removal of Architectural Barriers
- Administrative Activities

C. NATIONAL OBJECTIVE

LMI Area Benefit

Total number of households in project benefits area: 361

LMI Percentage Determined by Survey: 58%

(Survey Report, Sample Survey, Survey Tabulation, Boundary Map are found in Appendix D)

D. CITIZEN PARTICIPATION

The City of Cottonwood recognizes that community involvement is essential to the success of this project. The project was informally made known to the public when the Prairie Horizons Group took the lead on committing much time and many resources to getting this project off the ground. The group has committed cash to the project, arranged and hosted numerous fundraising events, engaged in a successful donation campaign, and applied for a community appreciation grant (pending). As a result of much community input, a scope of work was developed. The project was formally announced to the community in the Cottonwood Chronicle while preparing to conduct the LMI survey in January 2009. Community members were invited to participate in a discussion of the project in order to garner input on the renovation project. On Tuesday March 3, 2009 the City of Cottonwood held a public hearing at the Community Hall giving citizens an opportunity to review the project and comment on the grant application. This hearing was in compliance with the City of Cottonwood's Citizen Participation Plan, adopted on November 13, 2000. *For a copy of the plan, public notice, affidavit of publication, meeting minutes, and a sign-in list of attendees, see Appendix C.*

Date of Notice: February 13, 2009

Date of Hearing: March 3, 2009

E. STATEWIDE GOAL AND STRATEGY

This project meets the Statewide Goal and Strategy to, "Increase access to quality facilities and services." By removing architectural barriers in each of the restrooms and installing a mechanical lift between the main and lower floors, access to the community center and library will be enjoyed by all citizens and visitors, especially those with access challenges. When the renovation and modernization of the community Hall kitchen area is complete, the space will be more functional and accommodating to groups who rent the facility for events. After replacing the boarded up, single-pane windows, the center will be more "affordable and sustainable."

F. ADMINISTRATIVE CAPACITY

The City of Cottonwood has the administrative capacity to successfully oversee this project. The City demonstrated this capacity by successfully completing an ICDBG Water System Replacement project in 2000. The City of Cottonwood will be responsible for general oversight and the City's Clerk will be responsible for the day-to-day activity of the grant. This same City Clerk was responsible for the 2000 ICDBG funded Water System Replacement project. The City of Cottonwood is aware of the responsibilities associated with this project and is aware that they shall meet audit requirements as required by the ICDB grant. No fiscal concerns have been identified in previous monitoring or independent audits.

The City of Cottonwood has procured CEDA as grant administrator for the project. Jenni Schacher shall be responsible for grant administration. She has been a certified grants administrator since 2001. Ms. Schacher has administered numerous ICDB grants during her time with this organization in addition to the administration of a Congressional Appropriation in 2000, an appropriation that she continues to administer today. *For procurement information, see Appendix B.*

- G. FAIR HOUSING – The City of Cottonwood adopted a Fair Housing Plan and will rerun it in April in commemoration of Fair Housing month.

VII – Program Income

No program income will be directly generated by the use of the ICDBG funds. The City of Cottonwood does collect rental income for use of the facility. Rental income generated in FY2008 was \$3580.00. *For a copy of rental agreement, see Appendix I.*

VIII – General Project Description

Community Description: The City of Cottonwood, population 1023, is located on Highway 95 Business Loop in northwestern Idaho County, 55 miles south of Lewiston and 15 miles north of Grangeville. Idaho County claims portions of the Selway-Bitterroot Wilderness Area, the Gospel Hump Wilderness area, the Frank Church River of No Return Wilderness Area, and a large part of the Hells Canyon National Recreation Area. Approximately 165 miles of the nation's longest free-flowing river (the Salmon) wind through Idaho County. Also of note are the Nez Perce National Historic Park and the Nez Perce National Historic Trail that Lewis and Clark followed. Community members pride themselves in living in one of the most beautiful and serene areas of the country. . . , “The soil is black, rich, and productive.” They boast of having both “open areas with rolling hills and rugged, heavily wooded mountainous areas” just minutes away.

City of Cottonwood residents are proud of their history. The name “Cottonwood” originated because of the black cottonwood trees that grew along the creek. A visitor to the area feels the undercurrent of strong and long-standing community devotion. It is this sense of community that has been the driver for progress and growth over the years. The City of Cottonwood enjoys a healthy business climate and provides a variety of services such as children's theatre, school sports programs, men and women's social and civic activities (Lions Club, Riding Club, Delta groups), and most recently the inception of the Prairie Horizon's group to name a few. It is the result of this

community spirit that has resulted in such a ground-swell of support for the Community Hall Renovation project.

Fifty-eight percent of Cottonwood's residents are at low-to-moderate income. The City of Cottonwood's economy has traditionally been tied to agriculture; however, the local economy has become somewhat diversified with manufacturing and services businesses, government (BLM/ID Department of Corrections) and St. Mary's Hospital providing employment opportunities. Cottonwood has a grade school, middle school, and high school for a total enrollment of 440. Over 59% of these students qualify for free and reduced lunches. Based on 2000 census data, the median household income for Cottonwood residents is \$29,515.

Community Needs Assessment:

FACILITIES & INFRASTRUCTURE	POOR	FAIR	GOOD	PREVIOUSLY ICDBG FUNDED (LAST 10 YEARS)
Water			XXX	XXX-2000
Sewer			XXX	
Electrical		XXX		
Fire			XXX	
Hospitals			XXX	
Work Force Housing**	XXX			
Roads		XXX		
Railroads	NA			
Airport			XXX	
Broadband**	XXX			
Senior Center		XXX		
Community Center**	XXX			
Community Recreation Facilities – sport fields			XXX	
Other				

***HOUSING--There are too few rentals in the City to accommodate individuals in the area. Some residents rely on available housing in surrounding communities. BROADBAND--The City is working with CEDA and other partners to address broadband issues. The COMMUNITY HALL's needs/challenges are being addressed in this application.*

The WATER system was upgraded in 2000. The Average Daily Usage of the City's SEWER system is 59%, with the largest main line diameter @ 12 inches. AIR SERVICE to the City is through the Cottonwood Municipal, which uses PVASI, RWY25 for navigation and is located only one mile outside of Cottonwood. FIRE SERVICE in the area is rated at 4 with 21 paid and volunteer firefighters. St. Mary's HOSPITAL, a 28-bed facility serves the area. Roads are well-maintained by city staff. The local church in the City has invited the SENIORS in the community to use their available space; however, this space does not meet the needs of all users. Parks and sports fields are maintained by the City and are reported to be in good condition.

In April 2008, the Prairie Horizon's Group approached the City of Cottonwood asking for their support in seeking assistance in community hall renovations and upgrades. Both the City of Cottonwood and the citizen's group agreed the work needed to be done in order to make the community center more user-friendly while meeting access requirements and ultimately increasing

usage by the community. As a result of these meetings, Clearwater Economic Development Association and Idaho Department of Commerce were contacted for their input. In July 2008, USKH Architect conducted an on-site review of the existing facility conditions. From the review, the City developed a scope of work to address existing accessibility, safety, and facility challenges. As this was being done, the Prairie Horizon's group started a community donations campaign. The group also applied for a Community Appreciation Grant (\$1000) and hopes to hear something by the end March 2009.

The community's need is well-documented in support letters, which can be found in Appendix F. The Community Hall is the only community-wide gathering spot for residents. It is a place where "the community gathers for annual events such as: Blood draws, funerals, weddings, class-reunions, holiday gatherings, art shows, workshops, agency meetings, and sport team meetings," says Chinh Le with the Prairie Horizon's Group. The kitchen/dining hall provides a "place for community meetings for the Horizon's group, St. Mary's Hospital, Disability Action Council, and private business to hold their meetings," says Carol Altman, City of Cottonwood City Clerk. Also, the Community Center is a voting precinct. But, the most pragmatic and astute comment comes from a group of Cottonwood senior citizens who write, "Renovating the awful kitchen & restrooms at Community Hall is an excellent project." The Cottonwood Community Center is a necessary and vital asset to the life of the Cottonwood community.

Since 2003, the City of Cottonwood has been saving funds for capital improvements out of revenue generated in the form of fees from community hall usage; however, the magnitude of the necessary improvements is cost prohibitive to this small community. Without grant funds, needed improvements will not be possible for many more years.

For the architect's review and development of the scope of work, see Appendix B. For the community's assessment of need, see support letters found in Appendix F.

Project Description:

Existing conditions: The 56-year-old, 9960 square foot Cottonwood Community Hall houses the Cottonwood City Hall (180 square feet) on the main floor, kitchen, restrooms, and the community hall. The Sheriff's Office (240 square feet) and the Library (1200 square feet) are located on the lower floor. Also on the lower floor is a meeting room, 1940 square feet and another restroom. The lower floor is not ADA accessible. The structure has not had any major renovations since that time. At some point in time, the windows feeding light into the kitchen and main hall were boarded up with decorative wood panels. The City Hall office has one new vinyl window. The main entrance to both the City Hall office and the main entrance to the community hall have wheelchair ramps for access to the main floor. While there are exterior stairs that lead to the basement, they are not ADA accessible. In fact, the stairs are steep and in disrepair.

Structurally, the roof, exterior, foundation, and floor conditions are in good shape. The interior plumbing and food storage conditions are also adequate. However, the bathrooms, windows, kitchen, and electrical system are in need of upgrades in order to provide necessary access to all individuals, provide a safe place for community use, and to make the building more energy efficient.

The bathrooms do not meet standards. The windows have been boarded, albeit, with very attractive wood panels; however, no daylight shines in to the hall. The kitchen is inadequate to meet the needs of large gatherings. The oven is unreliable in its heating and some of the burners on the stove top do not work. The cabinets are set too low for preparation of food. There is no dishwasher in the

kitchen and the community feels it is necessary to be able to sanitize flatware and glassware. Other inadequate conditions continue to plague the community hall. The electrical system is old and does not meet the demand for a large gathering. Only one outlet can be used at a time in the open area. Combine all these deficiencies and the community hall does not meet the needs of the community.

Proposed Scope of Work: To address the issues, the scope of work consists of:

- *Kitchen*—replacing the cabinets, adding work space and storage, increasing the number of sinks from three to five, opening up covered windows for better ventilation potential, expanding interior man-door to accommodate high traffic, replacing the old non-functioning stove/oven;
- *Restrooms*—increasing the size of the men and women’s restrooms to allow for required turn-around space in the accessible stalls, replacing restroom fixtures;
- *Electrical*—replacing old electrical panel, wiring, and outlets to allow for greater usage of the main hall;
- *Main Hall*—replacing the boarded windows with energy efficient, vinyl windows;
- *Main Floor Entrance*—adding mechanical lift on main floor to access lower non-accessible, floor; and
- *Exterior Entrance, Lower Floor*—improving exterior entrance to lower level to make accessible.

A general contractor will be used for construction of the restrooms, installation of the electrical, installation of the mechanical lift, and construction of the exterior entrance to the basement. Community donated labor and materials consist of cabinetry for the kitchen, demolition, patch and repair after demolition, painting and staining of trim and doors.

Maps of the project area and pictures of the facility are located in Appendix H.

Project Benefits: The project will result in benefits in four areas—building accessibility, safety, energy efficiency, and use.

- *Building Accessibility:* The building will accommodate current accessibility standards; all residents will have access from the parking lot to the upper and lower floors of the Community Center and access to the restroom facilities.
- *Safety:* The electrical upgrades will ensure the safety of all patrons who use the hall for a multitude of activities, especially when electrical equipment is used.
- *Energy Efficiency:* Replacement of the single-paned covered windows with energy efficient vinyl windows will increase heating efficiency while allowing for daylight into the room. Replacement of the old and outdated appliances with more efficient and energy conscious appliances will save both energy and money.
- *Increase Use:* All the improvements will lead to an increase in usage of the Cottonwood Community Hall to be used throughout the year and will increase the number of people that can use the facility. Improved kitchen facilities will attract more citizens to hold their personal and professional functions at the hall; it is likely that the facility will be used for meal site in the future.

Project Land & Permits:

- | | |
|---|-----------|
| 1. Has any land been purchased for this project? | NO |
| 2. Have any buildings been purchased for this project? | NO |
| 3. Have any easements been purchased for this project? | NO |
| 4. Are any rights-of-way permits required for this project? | NO |

5. Will any land be needed for this project? **NO**
6. Will any buildings be needed for this project? **NO**
7. Will any easements be needed for this project? **NO**
8. Is anyone living on the land or in the structures at the proposed site? **NO**
9. Is any business being conducted on the land or in the structures at the proposed site? **NO**
10. Are there any businesses, individuals, or farms being displaced as a result of this project? **NO**
11. Are there any permits that will be needed for the project, i.e., well, water rights, land application, demolition permits, zoning permits, air quality permits, etc? **NO**

IX – Budget Narrative

If the project is awarded an Idaho Community Development Block Grant in the amount of \$150,000, the City of Cottonwood will have the following funding available:

- \$177,329 – Local Cash. Local cash will be used to cover \$175,829 in construction; \$1500 in grant writing services.
- \$27,944 – Local In-kind. \$22,000 in windows and cabinets donated from local suppliers. \$5,944 in force account.
- \$26,342 – Private in-kind. The prison will be providing demolition to the project prior to contract work. Also provided by the prison upon completion of the contract work is painting--\$20398. USKH has provided \$3944 for in-kind architectural services and CEDA has committed \$2000 for grant writing services.
- \$150,000 – ICDBG. Funds will be used to cover \$15,000 in grant administration; \$33,014 in engineering; and \$101,986 in construction.

For match documentation, see Appendix F. For City in-kind labor estimates see the Estimate of Probable Cost in Appendix E.

X – Idaho Community Development Block Grant Budget Form

Applicant or Grantee: City of Cottonwood
 Project Name: Cottonwood Community Hall Renovation

LINE ITEMS	ICDBG	CITY CASH	CITY IN-KIND	LOCAL CASH	LOCAL IN-KIND	PRIVATE IN-KIND	TOTAL
Planning*				\$1,500		\$5,290	\$6790
Administrative**	\$15,000						\$15,000
Architectural Fees^	\$33,014						\$33,014
Construction***	\$101,986	\$147,029	\$5,944	\$28,800	\$20,000	\$21,052	\$328,230
Legal & Audit****			\$2,000				\$2,000
TOTAL COSTS**	\$150,000	\$147,029	\$7,944	\$30,300	\$20,000	\$26,342	\$381,615

*Planning: \$1500 Local cash paid out for grant writing services/\$3290+\$2000 in-kind grant writing Architectural in-kind for conceptual design and estimate of probable costs

**Administration \$15000 CEDA procured to provide Grant Administration

***Construction \$101986 ICDBG; \$147029 city cash; \$5944 city in-kind for site clearing, disposal, excavation, haul, backfill; \$28800 local cash for construction; \$20000 for materials—windows & cabinets; \$21,052 NICI prison in-kind, wall repair and painting, demo of windows & doors, bathroom demo.

****Audit \$2,000 city in-kind

^Architect \$33014 from ICDBG

XI – Detailed Cost Analysis

Project construction costs, including contingency, are prepared by a licensed design professional and documentation is in Appendix E.

1. Have preliminary plans and specs been submitted to regulatory agencies for review?

NO (budgets to IDOC throughout process)

2. Has final design (for bidding) begun?

YES 40% complete

3. Will project include bid alternatives to meet project budget if necessary?

YES Bid alternatives will be provided

4. Are Davis Bacon wage rates applicable to the project?

YES They are included in the project per Architect

5. Have known environmental measures been included in project costs?

YES And Funds are built into the contingencies for unexpected measures

6. What will expected construction contingency be at final design?

17%

7. List the last date the owner and design professional discussed project design and details.

February 18, 2009, 7:00 p.m. in the Community Center. The owner held a final community gathering to discuss the Community Hall plans. The Architectural firm presented their drawings and explained in detail the work to be done and how. Community members provided final feedback. The Architect agreed to make the agreed upon changes.

8. Design Professional Cost Estimate may be found in Appendix E.

Cost Estimate = \$361,115 (NOT included: grant administration, audit, and donated professional services).

XII – Project Schedule

PROJECT ACTIVITY	DATE TO BE COMPLETED	DOCUMENTATION IN APPENDIX
Design Professional Contract Executed	January 2009	
Grant Administration Contract Executed	June 2009	
Environmental Release	June 2009	
Bid Document Approval	July 2009	
Bid Opening	August 2009	
Construction Contract Executed	August 2009	
Start Construction	September 2009	
Construction 50% Complete	October 2009	
Second Public Hearing	October 2009	
Construction 100% Complete	December 2009	
Update Fair Housing Plan	October 2009	
Update 504 Review and Transition Plan	October 2009	
Certificate of Substantial Completion	December 2009	
National Objective Documented	January 2010	
Final Closeout	February 2010	
Final Audit	December 2010	

NAME OF PROFESSIONAL & AGENCY CONTACT	FIRM/AGENCY	PHONE	TOPIC
Architect – Greg McCracken	USKH	(208)746-2661	Design/Construction
Project Development Rachel Stocking	CEDA	(208)746-0015	Planning, Grant Writing
Environmental Officer Jenni Schacher	CEDA	(208)746-0015	Environmental Review & Grant Administration
City Clerk – Carol Altman	City of Cottonwood	(208)962-3231	Financial
Mayor – Denis Duman	City of Cottonwood	(208)962-3231	Project Management & Financial
Chinh Le	City of Cottonwood	(208)962-7082	Prairie Horizons

XIII – Grantee Financial Profiles

The Grantee is a **CITY**

Section III: Taxing Authority

- A. Identify how the organization obtains its operating funding, i.e. bonds, district assessments, other:

The City of Cottonwood is a taxing authority who obtains its operating funding through taxes, licenses and permits, intergovernmental, charges for services, fines and miscellaneous.

- B. Does the organization have taxing authority? **YES**

1. Do you tax? **YES**

- a) If yes:

(1) What is the tax rate? .006291582 (2008 levy)

(2) What is the annual tax amount generated? \$195,752 (2008 values)

(3) What are the taxes used to pay for, i.e. equipment, operating expenses, etc? General government, Public Safety, Highways & Streets, Culture & Recreation.

2. If your organization does not tax explain who: NA

Section IV: Grantee Financial Summary (based on September 30, 2007)

Revenue

Taxes	\$108,054
Licenses and Permits	\$ 5,691
Intergovernmental	\$ 82,207
Charge for Services	\$ 100
Fines	\$ 150
Miscellaneous	\$ 8,449

Total Annual Revenue **\$204,651****

Expenses

Total Annual Expenses **\$385,636****

****According to the City Clerk, the City borrowed from themselves from reserve accounts to finance two new maintenance buildings. This borrowed amount is being paid on a ten year plan.**

Section V: Grantee Growth Management Planning

When was the comprehensive plan last updated? February 15, 2000

Which of the following tools do you implement as land use measures and controls?

	YES	NO
Building Codes	<u>X</u>	<u> </u>
Historical Preservation	<u> </u>	<u>X</u>

Conventional Zoning Ordinances	<u> X </u>	<u> </u>
Other Zoning Options: (see below)		
Bonus or Incentive Zoning	<u> </u>	<u> X </u>
Example: allows for increase residential densities if developer will include affordable housing options		
Transfer of Development rights	<u> </u>	<u> X </u>
Example: transfer development rights to areas where development is wanted and to restrict it in areas where it is not		
Planned Unit Development (PUD)	<u> X </u>	<u> </u>
Example: allows for creative and innovative design at same time creating amenities for public benefit (mixed use development)		
	YES	NO
Development Agreements	<u> X </u>	<u> </u>
Contract between municipality and developer. Municipality specifies what the developer may do and what they are required to do within project area.		
Do you currently implement any of the following?		
Economic Development Plan	<u> X </u>	<u> </u>
Development Impact Fees	<u> </u>	<u> X </u>
Local Option Tax (resort)	<u> </u>	<u> X </u>
Toll Roads	<u> </u>	<u> X </u>
Distance Based Impact Fees	<u> </u>	<u> X </u>
Tree City USA	<u> X </u>	<u> </u>

XIV – Community Demographic Profile

Name of Applicant: City of Cottonwood

	TOTALS
TOTAL POPULATION BENEFITTED (IF DIFFERENT FROM CITY/COUNTY POPULATION IN CENSUS)	944
TOTAL POPULATION IN APPLICANT'S AREA	944
Total Male	458
Total Female	486
Total White	922
Percent of White Population	97.7%
MINORITY POPULATION	
Black/African American	0
American Indian/Native Alaskan	0
Asian	4
Native Hawaiian or Pacific Islander	0
American Indian/Alaskan Native & White	4
Asian & White	3
Black/African American & White	0
American Indian Alaskan Native & Black/African American	0
Other Multi-Racial	1
Hispanic	4
TOTAL MINORITY POPULATION	22
Percent of Population	2.3%
SENIOR CITIZENS	
Total persons 65 Years & Over	170
Percent of Population	18%
DISABILITY STATUS	
Civilian Non-institutionalized Population 16 - 64	581
Percent with a work disability	12.6
Civilian Non-institutionalized Population 65 Years & Over	130
Percent with a Disability	33.1%
FEMALE HEAD OF HOUSEHOLD	
Total Households	364
Female Householder, No husband Present	30
Percent of Households	8.2%

XV – Review and Ranking Narrative – Community Center

I. Criticalness & Urgency of Problems—Physical Conditions (350)

		PROBLEM or NEED RATING		
		Violation of Laws/Bldg Codes/Health & Safety Concerns	Health and Safety Problems	No Violations or Health and Safety Concerns
In Project Description Narrative	Identification of Problems	Critical 1	Urgent 2	Nice to Have 3
	Physical Conditions:			
	Structural Problems			
NA	Roof			NA
X	Walls			X
NA	Foundation			NA
X	Floors			X
X	Weatherization		XX	
NA	Expansion for Adult Daycare			NA
NA	New Center			NA
NA	Other			NA
	Interior Problems:			
NA	Asbestos/lead based paint			NA
X	Bathrooms	XXX		
X	Access for persons with disabilities	XXX		
X	Electrical/Plumbing/lighting	XXX		
NA	Heating/air conditioning			NA
NA	Fire safety			NA
X	Unusable space	XXX		
NA	Other			NA
	Kitchen and Food Storage:			
NA	Health inspection			NA
X	Capacity of dry storage			X
X	Capacity of cold storage			X
X	Equipment	XXX		
NA	New Center			NA
X	Other -- cabinets		XX	
	Access for Persons with Disabilities:			
NA	Parking			NA
X	Entry	XXX		
X	Bathrooms	XXX		
NA	New Center			NA
X	Other—mechanical lift	XXX		
	TOTAL			
ASSIGNED RANKING:				

II. **Planning and Schedule** (200 points)

- A. Pre-planning (50 points). The City of Cottonwood and Prairie Horizon's Group initiated this project because of access issues and a need to upgrade inefficiencies that impede facility use. Greg McCracken from USHK completed an on-site review of the building January 2009, then completed the review on January 23, 2009. To overcome exterior and interior access issues, kitchen inadequacies, energy inefficiencies, and an ineffective and unsafe electrical system, the architect made the following recommendations: the existing restrooms on the main floor be brought up to ADA standards and a mechanical lift be installed to provide access to the lower floor; the kitchen be upgraded with energy efficient appliances, cabinets be brought up to appropriate height, dishwasher be installed to provide for proper sanitation, and windows exposed for ventilation; windows in the community hall need to be un-encumbered to allow for more ventilation in the space; the electrical panel replaced and wiring be upgraded in the community hall.
- B. Project planning (50 points) This project included the coordination efforts of the City of Cottonwood, Prairie Horizon's Group, Idaho Department of Commerce, CEDA, and USKH. In December 2007, the City of Cottonwood contacted Idaho Department of Commerce and CEDA to discuss the conceptual project. CEDA worked with the City and Prairie Horizons Group to develop a project development schedule to meet the ICDBG application deadline. On May 12, 2008, the Prairie Horizons Group approached the Cottonwood City Council to formalize the process. The City of Cottonwood agreed to sponsor the ICDBG application. In August 2008, the City of Cottonwood procured for and selected an architect. An LMI survey was completed in November 2008. On February 19, 2009, the City of Cottonwood contracted with CEDA for grant writing and selected CEDA for grant administration. Meetings took place throughout this process. The community was involved in the planning of the work to be done. The Prairie Horizon's Group started fundraising for this project early on in the process. Funds came from events such as bi-weekly "Movie on the Wall" night and a Dutch-oven cook-off! Meetings to determine the scope of work have been ongoing with the final meeting February 18, 2009. The City and Horizon's group solicited cash donations and comments and support letters from local organizations throughout the process. The week of February 23, 2009 the grant writer, City of Cottonwood, Prairie Horizon's Group, and USKH spoke to finalize the scope of work, budget, and to approve the grant application. A Public Hearing was held March 3, 2009 at City Hall.
- C. Project schedule (50 points). See p 13
- D. Detailed cost analysis (50 points). See p 12

III. **Benefits** (150 points)

- A. Activities provided. (100 points). The Cottonwood Community Hall is the only community facility available and is 8 miles from any other community. The Community Hall is used by the youth for sports meetings, birthday parties, school parties, and programs. The Community holds quarterly Blood Drives, holiday events, and parades at the Community Hall. Families celebrate weddings and hold wakes in the Hall. The City offers a children's reading program each summer. Community groups, i.e., Prairie Horizons, Cottonwood Riding Club, Relay for Life, St. Gertrude's Museum, use the facility for their meetings. Local businesses rent the

space for business meetings. The Hall is also used as a voting precinct. There is an average monthly use of 4.25 days/month; this number will increase when access to the lower floor and the upstairs is provided and enhanced.

- B. LMI and Minority Outreach: The Community Hall is open and available to all people. Rental fees are kept to a minimum to keep costs affordable for low-to-moderate income residents; in some cases, the fee is waived for the benefit of all community members. If the architectural barriers that impede accessibility are rectified, it will be used by more senior citizens and/or handicapped people.

IV. See provided budget sheets.

Activities Provided – List the number and frequency of activities and services the center is providing to seniors, the neighborhood and/or the community on a monthly basis. Applicants should include activities and services such as health, recreation, nutrition, educational, and transportation programs.

The number and quality of services will be considered in assigning quartile points to this area. Idaho Department of Commerce will calculate the frequency by taking the number of days an activity or service is offered during the course of the month multiplied by twelve.

TYPE OF ACTIVITY	FREQUENCY (days offered per month)	TYPE OF ACTIVITY	FREQUENCY (days offered per month)
Health		Education	
		Baby Sitting Clinic	3/yr
Recreation		Transportation	
H.S. Rodeo Team	1/yr	West Camas Transportation	1/yr
Reunions	.5		
Cottonwood Riding Club		Other	
		American RC Blood Drives	4/yr
Meals	1/yr	Elections/Precinct	2/yr
H.S Football Banquet		Funerals	2
		Weddings	2
Meetings	2	Boy Scouts	1/yr
Private Business	2	Holiday gatherings	1
Community Organization	1/yr	Frat/Sorority Activities	1
Disability Action Council	2	Relay for Life	3/yr
Prairie Horizons	1/yr		
Fire Department			
142 days of activity/year			

See Hall Rental List in Appendix I

XVII – Certifications

I certify the data in this application is true and correct, that this document has been duly authorized by the governing body of the City of Cottonwood and we will comply with the following laws and regulations if this application is approved and selected for funding.

- National Environmental policy Act of 1969
- Civil Rights Act of 1964 Pub.L 88-352
- Civil Rights Act of 1968 Pub.L 90-284
- Age Discrimination Act of 1975
- Rehabilitation Act of 1973, Section 504
- Uniform Relocation Assistance and Real Property Acquisition Act of 1970, as amended (49 CFR Part 24)
- Housing and Community Development Act of 1974, as amended Pub.L 93-383
- Davis-Bacon Act (40 USC 276a – 276a-5)
- Historic Preservation Act
- OMB Circular A-87, and ensure that sub-recipient complies with A-110 and A-122

- Section 106 of the Housing and Urban Recovery Act of 1983 certifying to:
 - Minimize displacement as a result of activities assisted with CDBG funds by following the Idaho Department of Commerce’s anti-displacement and relocation assistance plan;
 - Conduct and administer its program in conformance with Title VI and Title VIII, and affirmatively further fair housing;
 - Provide opportunities for citizen participation comparable to the state’s requirements (those described in Section 104(a) of the Act, as amended);
 - Not use assessments or fees to recover the capital costs of ICDBG funded public improvements from low and moderate income owner occupants;
 - Abide by all state and federal rules and regulations related to the implementation and management of federal grants;
 - Assess and implement an Accessibility Plan for persons with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973, as amended;
 - Adopt and implement an Excessive Force Policy;
 - Prohibition of Use of Assistance for Employment relocation, Section 588 of the Disability Housing and work Responsibility Act of 1998 Pub.L 105-276;
 - Anti-Lobbying Certification: No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into any cooperative agreement and the extension, renewal, modification or amendment of any federal contract, grant, loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of, employee of a member of, officer of or employee of Congress in connection with this federal grant, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

Signed by Chief Elected Official

DATE

Denis Duman, Mayor

Environmental Scoping – Field Notes Checklist

Applicant: City of Cottonwood

Sub-recipient: NONE

This site and desk review checklist is to be completed by the Applicant and submitted with the application.

The purpose of the checklist is to help the Applicant and IDC better understand what environmental statutes or provisions per 24 CFR 58 might impact the proposed project. The information will assist in understanding what studies, documentation, and mitigation measures could be applicable and to assist in completing the environmental review record. The Applicant may choose to attach this scoping checklist as part of the environmental review record.

1. Limitation on Activities

Is the Grantee planning or in the process of acquiring property for this proposed project? **NO**

If yes, is the Applicant aware that land acquired or site work after submission of the ICDBG application is subject to 24 CFR 58.22 Limitation on Activities Requiring Clearance? Meaning once an application for ICDBG funds is submitted, neither Applicant or sub-recipient, may commit Non-HUD funds to a project for land acquisition or site work (except for minor testing) before the environmental review is complete, unless the land acquisition or contract is conditioned on completion of the ICDBG environmental review.

2. Historic Preservation

Has the SHPO or THPO been notified of the project? **YES**

Have tribes with possible cultural and religious sites been notified of the project? **YES**

3. Floodplain Management

Is the project located within a floodway or floodplain designated on a current FEMA map? Check Web site www.store.msc.fema.gov. **NOT SURE** *Not believed to be in a floodway or floodplain. Map is not at provided web address. Non-printed panel is identified as #1602130850B. There is no indication that a Flood Insurance Study has been completed for this community.*

4. Wetland Protection

Are there ponds, marshes, bogs, swamps, drainage ways, streams, rivers, or other wetlands on or near the site? **NO**

If yes, has the Army Corps of Engineers (Corps) been notified? YES NO

Has the Corps indicated what permit level will be required? YES NO

5. Sole Source Aquifers (Clean Water Act)

Is the proposed project located over an EPA designated aquifer area? **NO**
(check website www.epa.gov/safewater/ssanp.html) Environmental Scoping letter sent

Is it known at this time if construction will disturb more than one acre of land? **NO** (it is known that construction will NOT disturb more than one acre of land)

If yes, has a general permit for storm water discharges from construction sites been applied for from the EPA? ____YES ____NO

6. Endangered Species Act

Has U.S. Fish and Wildlife Service, NOAA Fisheries, and Idaho Fish and Game Regional Office been notified about the project **YES**

7. Wild and Scenic Rivers Act

Is the project located within one mile of a designated wild and scenic river? Idaho wild and scenic rivers include portions of the St. Joe, Lochsa, Selway, Middle Fork of the Clearwater, Snake, Rapid, and Middle Fork of the Salmon. Check Web site www.nps.gov/rivers/. **NO**

8. Clean Air Act

Is the project located in a designated non-attainment area for criteria air pollutants? **NO**

For building demolition or improvements has an asbestos analysis been planned for or conducted? **NO**

For housing rehabilitation has a lead based paint assessment been planned for or conducted? **NA**

9. Farmland Protection Policy Act

Is the project located on a site currently zoned as residential, commercial, and/or industrial? **YES**

Is the project area currently being utilized for farm or agricultural purposes? **NO**

If yes, has the USDA Natural Resource Conservation Service or local planning department been notified? **Environmental Scoping letter sent.**

10. Environmental Justice

Does project have a disproportionate environmental impact on low income or minority populations? **NO**

11. Noise Abatement and Control

Is the project new construction or rehabilitation of noise sensitive use (i.e. housing, mobile home parks, nursing homes, hospitals, and other uses) where quiet is integral to the project functions? **YES**

If yes, is the project located within 5 miles of an airport, 1000 feet of a major highway or busy road, or 3000 feet of a railroad. **YES** – abandoned railroad runs behind the building.

12. Explosive and Flammable Operations

Is the physical structure (not necessarily infrastructure) intended for residential, institutional, recreational, commercial, or industrial use? **YES**

If yes, are there any above ground explosives, flammable fuels or chemical containers within one mile of the physical structure? **YES** (gas station, grain elevator, Primeland—bulk fuel station)

If yes, have you been able to identify what the container is holding and the container's size? **NO**

13. Toxic Chemical and Radioactive Materials

Are there any known hazardous materials, contamination, chemicals, gases, and radioactive substance on or near the site? **NO**

If yes, explain. see #12

During the visual inspection of the site, is there sign of distressed vegetation, vents or fill pipes storage/oil tanks, stained soil, dumped material, questionable containers, foul or noxious odors, etc. **NO**

If yes, explain. _____

At this time is the sites' previous uses known to have been gasoline stations, train depots, dry cleaners, agricultural operations, repair shops, landfill, etc. **NO** not been used for these things.

Are other funding agencies requiring the Grantee to perform an American Society for Testing Materials (ASTM) environmental assessment? ASTM assessment involves analysis of site uses and ownership, inspection of site, and possible testing. **NO**

14. Airport Clear Zones and Accident Potential Zones

Is the project located within a designated airport runway clear zone or protection zone? **NO**

Does the project involve acquisition of land or construction/rehabilitation of building or Infrastructure in an airport runway clear zone or protection zone? **NO**

If yes, is the grantee aware that the airport operator may wish to purchase the property at some point in the future as part of a clear or accident zone acquisition program? YES NO

15 Energy Efficient Designs

For building construction has the owner investigated possible incentives from power providers, such as Idaho Power, Avista, or Utah Power for incorporating energy efficient design into their building? **YES. Avista and the City have discussed energy efficient alternatives and continue toward determining an estimated value for energy efficient.**

16. Sediment Control (Clean Water Act)

Will the construction project require storm and surface water discharge from the construction site? **NO**

If yes, has an application to EPA been submitted for a Construction General Permit (CGP)?

17. Other Environmental Reviews

Have facilities studies or other environmentally related site reviews been conducted or in the process of being conducted? **NO**

If yes, are there any identified concerns or recommended mitigation measures?

List if known. _____

18. Informational Letters

The advanced mailing of environmental information letters is sought in an effort to minimize the project's timeline in waiting for necessary documentation or information. It will assist in earlier responses to required mitigation measures should the proposed project receive grant funding.

Check the agencies that have been mailed an environmental information letter.

- ☒ Idaho State Historic Preservation Officer
- ☒ Tribal Historic Preservation Officer or Tribal Office
- ☒ Idaho Department of Water Resources – Local Regional Office
- ☒ Army Corps of Engineers (if wetlands are applicable)
- ☒ U.S. Fish and Wildlife
- ☒ NOAA Fisheries (if salmon and/or steelhead are applicable)
- ☒ Idaho Fish and Game
- ☒ USDA Natural Resource Conservation Service (if farmlands are applicable)
- ☒ Idaho Department of Environmental Quality
- ☒ Local Government – Planning Department
- ☒ Others _____

Completion of the scoping checklist does not constitute that all environmental provisions or clauses related to 24 CFR 58 Environmental Reviews have been met or are known at this time.

Completed By

DATE

XIX

- A. Idaho Community Development Block Grant (ICDBG) Citizen Participation Plan
For approved City of Cottonwood plan see Appendix C. The plan will be run again by March 27th, 2009.
- B. Notice of Public Hearing On proposed Grant Activities
For notice, see Appendix C.
- C. Resolution to Establish a Redevelopment Area
Not applicable